

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Frequently Asked Questions**

### **Fall 2004 Submission**

Questions?  
Contact: (517) 335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



## **General Questions**

**Q: What is the Registry of Educational Personnel (REP)?**

**A:** Since 1961, the State Board of Education has collected information regarding educational personnel in the state of Michigan. Beginning with the 2001-2002 school year, this information has been collected by the Center for Educational Performance and Information (CEPI) as one of the five core data sets in the Web-based Michigan Education Information System (MEIS). The REP replaces the Register of Professional Personnel (ROPP), formerly collected by the Michigan Department of Education (MDE).

**Q: Will the REP be submitted through the Michigan Education Information System?**

**A:** Districts will submit REP data through the MEIS. Data may be entered through an online application or submitted through an upload process. A MEIS account number and a REP security agreement are required to obtain access to the REP application.

**Q: Will the transmission of data be accepted even if there are errors? In particular, will a data transmission be accepted if there is not a match between REP and the teacher certification database for the credential license number and/or Social Security number?**

**A:** An incorrect Social Security number or credential number will not be accepted. The REP is now directly linked to the teacher certification database (License 2000). Any record that is submitted with a credential number and/or Social Security number that does not exactly match the License 2000 database will create a fatal error. (See Field 7: Social Security Number and Field 8: Credential License Number FAQs for help in resolving inaccuracies in credential numbers and Social Security numbers.)

**Q: Will there be an error check program for validating data before submitting it to CEPI?**

**A:** A separate error check program will not be used for the REP. The data will be validated during the import to the REP database. CEPI anticipates that the program edits located in the REP Data Field Descriptions will be incorporated into personnel management systems. When a file is uploaded to CEPI, an error report will be generated for districts to receive when they log in to the REP application under Bulk Submission Status. Edits may then be made and the file may be resubmitted as necessary until the deadline for the submission cycle.

**Q: Why is the REP data collected twice?**

**A:** There will be two submissions for the REP each school year. The first submission, due in December, is used primarily for the MDE audit. The second submission, due in June, is used primarily for the federal Common Core Data (CCD) report.

**Q: When will the REP application become available for the fall 2004 deadline of the online submission?**

**A:** The REP online application will become available on October 27, 2004, and will remain open until the due date of December 10, 2004. The Bulk Upload will become available on October 27, 2004 and will remain open until December 10, 2004.

**Q: Are the REP submission due dates, December 10, 2004, and June 30, 2005, each considered a "date of count"?**

**A:** No. December 10, 2004 and June 30, 2005 are due dates for REP data to be submitted during the 2004-2005 school year.

**Q: Are districts required to report adult education staff?**

**A:** Districts are not required to report adult education personnel, only K-12 personnel.

**Q: For what will the REP data be used?**

**A:** Data submitted via the REP will be used to meet federal and state reporting requirements. These include reports produced for the U.S. Department of Education and for the state of Michigan regarding school personnel, supply and demand data, IM-4204 (School District/Building Staff Report/FTE), as well as the audit of instructional personnel conducted by MDE.

**Q: Who is responsible for entering and correcting data?**

**A:** The local school district is responsible for entering and correcting data unless the district has an agreement with an Intermediate School District (ISD) to do this for them. Even if a local district decides to enter and correct data itself, it will still need to work closely with the ISD on data submission to ensure accuracy.

**Q: What is the blank character for pads?**

**A:** Space is the blank character for padding fields; specifically, ASCII Character 32.

**Q: How are duplicate records or staff members who have never been employed by the district eliminated from the REP database?**

**A:** To remove a duplicate record or a staff member who has never been employed by the district, please complete the following steps:

1. Send an e-mail to [CEPI@michigan.gov](mailto:CEPI@michigan.gov).
2. Subject line: REMOVE EMPLOYEE.
3. Message in e-mail: District name and district number followed by the employee's PIC number and name. Include a district contact name and phone number.
4. A Help Ticket will be created for you and the employee(s) will be removed from your district by CEPI.

NOTE: If an individual has left your employment, you must terminate the individual by reporting the reason in Field 25: Employment Status and the date in Field 26: Date of Termination of Employment, along with the appropriate fields for the assignment code of the employee.

**Q: When a staff member leaves the district, is the district required to report the termination?**

- A:** When a staff member leaves your district, you must terminate the record in the REP report. Any staff member who terminates or retires from a district must be reported in the REP by submitting the reason for termination in Field 25: Employment Status (codes "00" - "19") and the date of termination in Field 26: Date of Termination. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, must be submitted accurately.

Employees that retired in a previous submission cycle and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the Online Single Submission Application.

**Q: What is the Personnel Submitted Report?**

- A:** This report indicates the personnel submitted successfully for a district for each submission cycle. It also indicates the number of records that must be verified/updated each submission cycle. During each submission cycle of the REP, each district must update/verify each record as well as submit all new employees. All records that have been updated/verified will show a green "check mark" under the Submission Status Column. All records that still require verification/updating will show a red "x" When a total of "0" appears under "Entries not verified and/or updated for this submission cycle," the district's REP submission is complete.

Note: To see an individual record, click on the PIC.

**Q: How does a district obtain help with a vendor's software package?**

- A:** For districts using a personnel management software, please contact your vendor with questions regarding software problems. Program staff members at CEPI are not familiar with the various software packages utilized by the districts.

## **Bulk Submission**

**Q: After a file has been uploaded through the bulk submission process, how does the district obtain a copy of the error report?**

- A:** After the file has been uploaded, an error report will be available. You should receive a confirmation e-mail that your file has been received. At the main menu of the REP application, click on Bulk Submission Status, and then click on your file and you will be able to download the report. The table found on the Web site lists the dates and times that you have submitted a file via the REP Bulk Submission along with the status of each file. A status of "Queued" means that your file has been received and is awaiting processing. A status of "Processing" means that your file is currently being processed. A status of "Completed" means that your file has been processed and you can review your status report by clicking on the date and time you uploaded the file. The date and time will now be an active hyperlink. These files are listed as a link in blue text. You may click on these links to retrieve the declined records file. When you click on the hyperlinked date and

time, you will have the opportunity to review your status report in an application that reads text files (e.g., Notepad) or be prompted to save the file to your hard drive.

**Q: If the district does not receive a confirmation e-mail for a bulk submission, what happened?**

**A:** If your e-mail system does not receive REP bulk e-mail messages, please log in to the REP site and click on the "REP Bulk Submission Status" menu option to check the status of your file. See the question above for specifics about the bulk submission processing.

## **Credential Data Exchange & Credential Information**

**Q: What is the Credential Data Exchange (CDX)?**

**A:** The CDX is a Web-based application that enables a local district to obtain credential numbers, issue dates, expiration dates, endorsement codes, and institution codes for instructional personnel and load this data into the district's personnel management system.

**Q: How does the district obtain credential numbers for the permanent certificates that cannot be located through the CDX or teacher certification Web site?**

**A:** For any teacher for whom the district cannot obtain a credential number, the district should contact MDE's Office of Professional Preparation Services (OPPS) at 517.373.3310. If the district has a copy of the original certificate, the district may fax it to OPPS, fax number 517.373.0542, attention Linda Campbell. OPPS will be able to obtain the new credential number via License 2000.

**Q: How are credential numbers of fewer than 15 digits entered into the REP?**

**A:** You may use whatever credential digit length you are given from the CDX or MDE. All credential numbers obtained through the CDX application are from the Teacher Certification Database/License 2000. Initially, CEPI was informed that all credential numbers would be 15 digits in length. This was later found to be incorrect. The REP application will accept any digit length for a valid credential number. Credential numbers submitted in the REP must match exactly with the Teacher Certification Database/License 2000. Also, the credential submitted must be a valid credential.

**Q: Why are the districts required to report the credentials of their teachers?**

**A:** The districts are required to report the credentials for the instructional personnel because the MDE performs an annual audit of the instructional staff currently employed by the district. It is the district's responsibility to provide proof of appropriately certified personnel. Having the districts provide the credential numbers, type, issue and expiration dates is part of the checks and balances process.

## **REP Access & Security Agreements**

**Q: What are the REP and CDX security agreements?**

**A:** REP and CDX security agreements are required to obtain online access to both applications. The forms must be filled out and signed by the user seeking access to the

applications. The signature of the superintendent is also required. Submission of the REP security agreement will provide access to both the REP and CDX applications. Submission of the CDX security agreement will provide access to the CDX application only. Information about these security agreements is available at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services, then Registry of Educational Personnel. The form may be found in the "pink" box under "Upload REP Data to CEPI."

**Q: How do the districts access the REP and CDX applications?**

**A:** The districts may access the REP and CDX applications through CEPI's Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi) (MEIS Data Services section). The individual seeking access must first have a MEIS account and password and then submit a REP and/or CDX security agreement.

**Q: Can more than one person from a district submit a security agreement for the REP or CDX?**

**A:** Yes, with appropriate approval from the superintendent, a district may have more than one authorized user.

**Q: Can more than one person access the REP simultaneously? Can three people enter data at the same time?**

**A:** Yes. More than one person may access the REP at the same time.

**Q: Is there a required file name when uploading the data?**

**A:** Yes. When uploading the data, a file name is required and it must end with .txt or .TXT. The REP allows for file upload through the MEIS.

**Q: Will a district be able to make changes or additions on the REP application Web site after the file has been transmitted?**

**A:** Yes. Districts will be able to go online after the upload process to make additions or corrections to the data submitted through the upload process until the submission due date.

**Q: What type of staff must be reported for the EOY submission?**

**A:** All educational staff must be reported. This includes all assignment codes with numbers between "00000" and "99900".

**Q: Why are data being collected on non-instructional personnel?**

**A:** This information is required as part of federal legislation, *The No Child Left Behind Act of 2001* (NCLB). The REP has been developed to provide a complete set of data on teachers, administrators, support staff, and non-instructional personnel. In addition to helping Michigan comply with state and federal reporting requirements, the REP will provide districts with more complete information for planning purposes.

## **Reporting of Terminated/Retired Employees**

**Q: Is it necessary to terminate employees in the REP?**

- A:** Yes, any staff member who terminates or retires from a district must be reported in the REP by submitting the reason for termination in Field 25: Employment Status, codes "00" through "19", and the termination date in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in: Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education must be submitted accurately. (Refer to the chart on Page 17 of the EOY 2004 REP Field Descriptions Manual for field submission requirements. Also, each individual field identifies which assignment codes are applicable.)

Staff members who retired in the 2001-2002 or 2002-2003 school year and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the online Single Submission Application.

All personnel submitted with a termination date will be removed from your Personnel Submitted Report (REP database) when the submission closes after each submission cycle. For districts that use the Bulk Upload application, be sure to remove the retirees from your source file prior to the next submission cycle so that you do not re-upload the retired personnel into the REP database. (Several districts have done this already.)

## Personnel Submitted Report

- Q:** What is the Personnel Submitted Report? What do the red "Xs" and green "check marks" mean?

- A:** The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. This report can be found on the Main Menu of the REP online application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted will have a red "X" next to their names. After a record has been updated/verified, the red "X" will change to a green "check mark." When all employees have a green "check mark" in the Personnel Submitted Report, your submission is complete. This is assuming, of course, that all new personnel have also been submitted.

There are two items in the report heading of the report that you should check carefully to determine that all of your records previously submitted have been updated:

1. Records updated for this submission cycle. Total \_\_\_\_
2. Records not yet updated for this submission cycle. Total \_\_\_\_

Be sure that total for No. 2 is "0" by December 10, 2004.

## **School Nurse**

For specific information regarding School Nurse Certification, contact JoAnne Gibson in the Office of Professional Preparation Services at 517.373.3310.

**Q Are school nurses required to hold a Nurse Certification?**

**A:** School nurses are required to hold a Nurse Certification. Nurse Certification is handled by the Office of Professional Preparation Services through JoAnne Gibson (373.3310). School Nurse Certification can be verified at the teacher verification Web site, [http://meis.mde.state.mi.us/teachercert/sr\\_teaCerts.asp](http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp). (There is an underscore between sr\_teaCert.asp in the address.) When the assignment code "000NY" is used in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor to report the assignment for the nurse, Field 17: Type of Credential must have a correct Nurse Certification Code. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional).

**Q: What types of School Nurse certificates are available?**

**A:** There are three levels of School Nurse certificates:

- Interim School Nurse Certificate
- Standard School Nurse Certificate
- Professional School Nurse Certificate

**Q: How can a district verify if a nurse has School Nurse Certification?**

**A:** School Nurse Certification can be verified at the teacher verification Web site, [http://meis.mde.state.mi.us/teachercert/sr\\_teaCerts.asp](http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp). (There is an underscore between sr\_teaCert.asp in the address.)

**Q: What assignment code should be used in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education for a school nurse?**

**A:** The assignment code "000NY" is used in Field 10 to report the assignment for the school nurse.

**Q: What code should be used in Field 17: Type of Credential for a School Nurse?**

**A:** Field 17: Type of Credential must have a correct Nurse Certification Code. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional).

**Q: What type of nursing license is required for School Nurse certification?**

**A:** A school nurse is required to hold a valid Michigan Registered Nurse License.



## **Field 1: Date of Count**

**Q: What is the due date for the fall 2004 REP Submission to be used in Field 1: Date of Count?**

**A:** Districts must use December 10, 2004 for the fall 2004 submission for the REP.

## **Field 2: Operating ISD/ESA Number**

## **Field 3: Operating District Number**

## **Field 4: Last Name**

**Q: How does a district change a name of a staff member if the person marries or if an error was made in a previous submission?**

**A:** Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application. For districts that use the Bulk Upload application, the PIC number must be used if changes are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## **Field 5: First Name**

## **Field 6: Middle Name**

**Q: Is it acceptable to use a middle initial followed by a period in Field 6: Middle Name rather than a complete name?**

**A:** It is acceptable to use a middle initial followed by a period in Field 6.

## **Field 7: Social Security Number**

**Q: The indication is that either a Social Security number or a credential license number is required for assignment codes with numbers between "00000" to "00599". Does this mean that all other personnel ("70000" to "99900") may be reported by name with no relational number such as the Social Security number?**

**A:** A Social Security number or credential license number is required for instructional staff with assignment code numbers between "00000" and "00599". While blanks are acceptable for "70000" to "99900", a Social Security number is preferred.

**Q: If an error was made in reporting a Social Security number in a previous submission, how is a correction made?**

**A:** Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission

application. For districts that use the Bulk Upload application, the PIC number must be used if changes are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

**Q: If a Social Security number is invalid as listed in the teacher certification database (License 2000), how is a correction made to the database?**

**A:** Verify the Social Security number in your personnel system as correct. If the number is correct, the problem may be an incorrect Social Security number in License 2000 (the teacher certification database). To correct this problem, please do the following:

1. Enlarge the Social Security card (for easier reading when faxed).
2. Fax the copy of the Social Security card to the Office of Professional Preparation Services at 517.373.0542 to the attention of JoAnne Gibson. JoAnne will make the correction in the database so that the record can be submitted.

## **Field 8: Credential License Number**

**Q: How can a district verify a teacher's credential number?**

**A:** Teacher's credential numbers may be verified on the Teacher Verification Web site at [http://meis.mde.state.mi.us/teachercert/sr\\_teaCerts.asp](http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp).

**Q: How does the district obtain credential numbers for the permanent certificates that cannot be located through the CDX or teacher certification Web site?**

**A:** For any teacher for whom the district cannot obtain a credential number, the district should contact MDE's Office of Professional Preparation Services (OPPS) at 517.373.3310. If the district has a copy of the original certificate, the district may fax it to OPPS, fax number 517.373.0542, attention Linda Campbell. OPPS will be able to obtain the new credential number via License 2000.

**Q: How are credential numbers of fewer than 15 digits entered into the REP?**

**A:** You may use whatever credential digit length you are given from the CDX or the MDE. Initially, CEPI was informed that all credential numbers would be 15 digits in length. This was later found to be incorrect. The REP application will accept any digit length for a valid credential number. Credential numbers submitted in the REP must match exactly with the Teacher Certification Database/License 2000. Also, the credential submitted must be a valid credential.

**Q: Does the credential number have to match exactly with License 2000 for the record to be accepted by the REP application?**

**A:** Yes, the credential number must be submitted exactly as it appears in License 2000 or a fatal error will be reported.

**Q: Can a district report either capital "O" or zero "0" in a credential number?**

**A:** The credential number must be submitted exactly as it appears in License 2000. There is a difference between a capital "O" and a zero "0". In previous submissions some users experienced difficulties with this. If you look closely at the numbers on the Teacher Verification Web site, you will notice a difference between the two. The capital "O" is wider than the number zero "0" and the two are not interchangeable. The capital "O" often appears in the beginning of the credential number following a CC-, however it may appear anywhere in the number.

**Q: Why are the districts required to report the credentials of their teachers?**

**A:** The districts are required to report the credentials of their instructional staff members because the MDE performs an annual audit of the instructional staff members that are currently employed. It is the district's responsibility to provide proof of appropriately certified staff. Having the districts provide the credential number, type, issue and expiration date is part of the checks-and-balances process.

**Q: Are administrator certificates still valid in Michigan?**

**A:** Administrator certification was eliminated in Michigan by PA 289 of 1995. All administrator certificates have expired in Michigan (the last on June 30, 2001) and are no longer available. Unless a new law is passed, administrator certification will not be available.

**Q: If an error was made on a credential number in a previous submission, how is a correction made?**

**A:** Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application. For districts that use the Bulk Upload application, the PIC number must be used if changes are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## **Field 9: Date of Hire**

**Q: What is considered the "initial date of hire" for the staff person? Is this the original date of hire in the district or the date of hire into the current position?**

**A:** The initial date of hire is the actual date the individual originally became employed by the district in any position.

## **Field 10: School Assignment by Grade, FTE, and Wage**

### **School Number**

**Q: How do the districts obtain the building codes?**

**A:** The building codes are obtained through the School Code Master at <http://meis.cepi.state.mi.us/scm/>.

**Q: Does the REP check the building codes submitted in the REP?**

**A:** Yes, all building codes submitted are verified with the School Code Master. A fatal error will be reported if an invalid number is used.

**Q: Is the bus garage required to have a separate number in the School Code Master?**

**A:** No, a district does not need a separate School Code Master number for a bus garage. The district may use the administrative code ("00000") for the employees of the bus garage or request a number for the bus garage if they so desire.

**Q: What school code number should be reported for the central administrative office staff?**

**A:** Districts should use "00000" for the central administrative office staff.

**Q: If the district has staff members who are working in more than one building, should the assignment be reported for each building?**

**A:** When possible, report each assignment by building. Districts may report up to nine entries in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, for each position. If it is not possible to break the assignments down because of the number of buildings in which the individual is assigned, use "00000" to report the staff member.

## **Assignment Codes**

**Q: Will there be a drop down box for the assignment codes in the online application?**

**A:** Look-up tables for assignment codes, credential types, accounting/function codes, etc., are enhancements that will be included in future releases.

**Q: What assignment code would a district use for a Health Occupations teacher?**

**A:** Use assignment code "00580", Allied Health Technology. All of the health areas have now been combined into one category.

**Q: What is the difference between assignment codes "000ZD" (Middle School) and "000ZL" (Middle Level)?**

**A:** A "ZD" or a "ZL" endorsement on an elementary or secondary teaching certificate indicates that a teacher has completed specific preparation to teach in middle schools. For elementary teachers, it extends the grades that can be taught according to his/her other (content) endorsements up to (including) grade 9. Secondary teachers who also hold the middle-level endorsement can extend the grades where they can teach according to their other (content) endorsements down to (including) grade 5. The "ZL" replaced the "ZD" after specific preparation standards were adopted in 1997. (Sue Wittick, Michigan Department of Education, Office of Professional Preparation Services)

**Q: What is to be used in place of the "000NE" Code for elementary teachers?**

**A:** The "000NE" Code was eliminated because of code duplication. Use the "000ZG" (K-5 all subjects; K-8 all subjects, self-contained) for the elementary classroom teachers, unless the teacher has the "000ZE" code (K-6 all subjects) on his/her teacher certificate and then use "000ZE". The "000ZE" is an old code that was given for a short time. The "000ZG" should be used unless the teacher is assigned to single subject areas such as math ("000EX") or English ("000BA"). If teachers are assigned to single subjects, you should report the subject assignment(s) for the position and divide the FTE accordingly.

**Q: How should the School Psychologists and Speech/Language Impaired positions be reported in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education and 17: Type of Credential?**

**A:** School Psychologist ("SG") for Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education use code "00320"; Field 17: Type of Credential use code "61" (School Psychologist) or code "62" (Preliminary School Psychologist)

Speech and Language Impaired ("SB") Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education use code "00192"; Field 17: Type of Credential use the code for the type of credential held by the teacher such as code 03 (Elementary Provisional) or code "72" (Certificate of Clinical Competence).

**Q: There are two types of special education aides, mandated or non-mandated. What is meant by mandated and non-mandated?**

**A:** Mandated means that the aide is required by state rules; non-mandated means the aide is assigned through an IEP or by the district for special education students. (Jim Nuttal, Special Education)

**Q: What should be used for the default values in the field when leftover assignments occur (for example, the teacher has three assignments but ten entries are allowed)?**

**A:** The remaining assignment occurrences should be left blank.

**Q: Field 10 allows for repetition of data for employees with multiple assignments. What default values should be used for unused repetitions of this data? For example, if a staff member has one assignment, the first 45 bytes of Field 10 would be used. What should be in the remaining 405 bytes in this field?**

**A:** Use blanks (no nulls).

**Q: Will an error occur if the subject area assignment does not match the subject area endorsements on the teacher's certificate?**

**A:** If the subject area assignment does not match the subject area endorsements on the teacher's certificate, an error will not occur on the REP application. However, there will be an audit exception when MDE runs the annual audit on certified staff.

**Q: How do districts report occupational therapists and speech therapists that are working under Certificate of Clinical Competence (CCC) waivers, and school social workers who do not have license numbers from MDE?**

**A:** For assignment codes with numbers between "00310" and "00406" that do not have a credential number, you may report the Social Security number or create a number by using the method explained in Field 7: Social Security Number. If an individual holds a teaching credential, you may use that number. For a staff member who is using a CCC waiver, report code "72" (Certificate of Clinical Competence) in Field 17: Type of Credential.

### **Grade Level/Educational Setting**

**Q: For the current grade assignment, does the district have to input the 21-digit code through the online application, or will online data entry occur using drop-down or check-box choices?**

**A:** The online application has check boxes for the grade level and a drop-down list for the educational settings.

**Q: How are middle school grades determined?**

**A:** Middle school grades are determined at the user level. Some districts consider middle school to be grades 5-9, while others may consider middle school to be grades 7-8 or 6-8.

### **Full-Time Equivalency (FTE)**

**Q: Are the districts required to report every FTE?**

**A:** Districts are required to report FTE for all instructional staff (including instructional aides) and administrators regardless of the FTE. This would include assignment codes with numbers between "00000" and "81400". For assignment codes with numbers between "81500" and "99900," districts will report FTEs that are .5 or higher.

**Q: How does the district determine the FTE for a staff member?**

**A:** The FTE should be determined based upon the contractual day or workday of a given employee. For example, if a teacher's workday were six hours, then six hours would represent 1.0 FTE. If the teacher works half time or three hours a day, the FTE would be .5. If a secretary works an eight-hour day, the eight hours would be equal to 1.0 FTE, and four hours a day would be equal to .5 FTE. If a bus driver works three out of five days a week, it would equal .6 FTE.

**Q: Can an FTE greater than 1.0 be reported?**

**A:** Yes, an FTE greater than (or less than) 1.0 FTE may be reported. An FTE cannot be greater than 2.0.

**Q: Do districts count additional FTE for full-time teachers who also teach adult education classes after regular school hours?**

**A:** Yes, since districts may report greater than 1.0 FTE for employees (no greater than 2.0), adult education classes may be reported for the teacher in this case.

**Q: Are districts required to report adult education teachers or alternative education teachers in the REP?**

**A:** Districts are not required to report adult education personnel, but are required to report alternative education personnel. Use "000NX" (Other) for the assignment code in Field 10.

**Q: If a district has a staff member who changes from full to part time below .5 FTE in assignment codes "81500" through "99900", should they be terminated?**

**A:** No, the record should be updated to reflect the lower FTE. Update the record because the employee is still on the payroll and the position may change back to a higher FTE in the future.

## **Hourly Wage**

**Q: Can a district report both the hourly wage (Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education and Field 28: Annual Salary for a staff member?**

**A:** Beginning with the fall 2003 REP submission, districts may report both the hourly wage and/or the annual salary for their employees. Both must have valid values or a fatal error will be reported.

**Q: If a teacher has three different positions, does the hourly wage get split between the three positions for a total, or is the hourly wage repeated in each position?**

**A:** Use the actual hourly wage for each of the assignment codes.

**Q: Is it necessary to report the longevity as part of the contract salary?**

**A:** Report the contractual salary only. Typically, this is salary included in Schedule A.

**Q: If a change occurs in the hourly wage after the fall submission, should the change be reported in the EOY submission?**

**A:** Report any change in the hourly wage that occurs after the fall submission of the REP.

**Q: If a staff member is hired after the school year begins, how should the salary be reported?**

**A:** When a staff member is hired after the school year begins, report the actual salary earned by the employee.

## **Accounting Function Codes**

**Q: What accounting function codes does the REP require?**

**A:** The accounting/function codes utilized in the REP come from the Michigan Public School Accounting Manual and have been used statewide for several years.

**Q: What accounting function code should be used for alternative education teachers?**

- A:** Alternative education is a program rather than a function. Classroom teachers teaching high school courses to alternative education high school pupils should be charged to function "113"; classroom teachers teaching junior high school courses to alternative education junior high pupils should be charged to function "112". Other staff members related to alternative education programs should be charged to the appropriate supporting function. For example, an alternative education principal would be function "241" and an alternative education counselor would be charged to function "212". (Glenda Rader, Michigan Department of Education)

## **Highly Qualified Status**

**Q: How do we define the highly qualified teacher?**

- A:** The State Board of Education has developed a document that outlines the definition of the highly qualified teacher. This document can be found at the following Web address: [http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers\\_63281\\_7.pdf](http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf). There is also a document available on the Michigan Education Association's (MEA) Web site at <http://www.mea.org/design.cfm?p=5236>.

**Q: Are districts required to report the highly qualified status, major and minor data for all teachers with assignment codes of "00000" through "00599"?**

- A:** Districts are required to report those teachers identified in the REP Data Field Descriptions Manual under the General Education Assignments ("000AX" through "000ZG") in Field 10: Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education. Reporting of the remaining teachers is optional. The January 2004 Addendum, page 8, identifies the specific teachers in core academics who must be reported.

**Q: Where can a district find more information regarding NCLB and highly qualified status, academic major and academic minor?**

- A:** There are two Web sites available that contain information regarding highly qualified status, academic major and academic minor. The first Web site is available on the Michigan Department of Education's Web site at: [http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers\\_63281\\_7.pdf](http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf). Information is also available on the MEA's Web site at: <http://www.mea.org/design.cfm?p=5236>.

**Q: For teachers in elementary education, is elementary education considered a major?**

- A:** If the employee is in a K-5 assignment, then consider elementary education as the major. (Frank Ciloski, MDE)

**Q: Are districts to report highly qualified status for special education teachers?**



**A:** Special education teachers who provide direct instruction in the core academic subjects to students must meet the definition of a highly qualified teacher for the subject. The Michigan Department of Education has determined that a special education teacher with an elementary certificate may be considered highly qualified for that assignment. A special education teacher who has taken and passed the general elementary test (MTTC) may be considered highly qualified for any K-12 special education assignment.

**Q:** If a teacher holds an elementary certificate with K-8 all subjects and teaches in a specific subject in a 7th or 8th grade classroom, is he/she considered highly qualified?

**A:** The teacher may be deemed as highly qualified for the subject area if he/she takes and passes the subject area Michigan Test for Teacher Certification (MTTC).

### **Academic Major**

**Q:** If a teacher is in a K-5 assignment, is elementary education considered the major?

**A:** If it is a K-5 assignment, then just consider elementary education as the major. Dr. Frank Ciloski, Office of Professional Preparation Services, Michigan Department of Education.

### **Academic Minor**

#### **Administrator Continuing Education**

For information published by the Michigan Department of Education, please refer to the following document--"FREQUENTLY ASKED QUESTIONS REGARDING SCHOOL ADMINISTRATOR CONTINUING EDUCATION CREDIT" at the following Web address: [http://www.michigan.gov/documents/Frequently\\_Asked\\_Questions\\_Re\\_School\\_Admin\\_Cont\\_Ed\\_Credit\\_89144\\_7.doc](http://www.michigan.gov/documents/Frequently_Asked_Questions_Re_School_Admin_Cont_Ed_Credit_89144_7.doc)

### **Miscellaneous Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and questions**

**Q:** **If a teacher takes a leave of absence, does the district terminate him/her with a termination date and termination reason?**

**A:** Report the teacher who takes a leave of absence in his/her regular position, with an hourly wage of "00.00". (Report the hourly wage or annual salary if it is paid leave.) In Field 12: Funded Position Status, the district should report Code "3", "4", or "6".

**Q: What should be reported in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor for vacant positions?**

**A:** For vacant positions, indicate the assignment codes for the vacant position. The salary may be reported as "000.00" for the vacant assignment; report the vacant assignment in Field 12: Funded Position Status using code "1".

## **Field 11: Optional**

### **Field 12: Funded Position Status**

**Q: In Field 12: Funded Position Status, the example states to use a "1" when an assignment code of "00000" to "79999" position has not been filled. There is no "79999" assignment code.**

**A:** The "79999" is the maximum number in the numeric administrative code range ("70000" to "79999"). The top of the range is provided in case additional assignment codes are assigned.

**Q: What is reported in Field 12: Funded Position Status for assignment codes "80000" through "99900"?**

**A:** Field 12 must be left blank for assignment codes "80000" through "99900" or a fatal error will be reported.

**Q: What does "funded position" mean?**

**A:** A "funded position" is a position that is filled by a permanently assigned employee.

**Q: If a teacher takes a leave of absence, does the district terminate him/her with a termination date and termination reason?**

**A:** Report the teacher who takes a leave of absence in his/her regular position with an hourly wage of "00.00". (Report the hourly wage if it is paid leave.) In Field 12: Funded Position Status, the district should report Code "3," "4," or "6".

**Q: How does a district report a teacher who is on maternity leave for an unknown period of time?**

**A:** Report the teacher as being in the position. However, in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, put "00.00" for the hourly wage. If it is paid leave, report the hourly wage. In Field 12: Funded Position Status, use code "4," vacant, funded, on loan or leave, filled by temporary employee. Report the substitute teacher who is filling the position for the teacher who is on maternity leave.

**Q: What should be reported in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education for vacant positions?**

**A:** For vacant positions, indicate the assignment codes for the vacant position. The salary may be reported as "000.00" for the vacant assignment; report the vacant assignment in Field 12: Funded Position Status.

### **Field 13: Date of Birth**

**Q: What is the correct format for reporting the date of birth?**

**A:** The correct format for reporting the date of birth is MM/DD/CCYY. For example: December 12, 1976 = 12/14/1976.

**Q: If an incorrect date of birth was reported in a previous submission, how is the correction made?**

**A:** All corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number must be made through the REP Online Single Submission application.

### **Field 14: Gender Code**

### **Field 15: Racial/Ethnic Code**

**Q: Why does the REP call for ethnicity of school employees when employers cannot legally ask for the information on any governmental document?**

**A:** Once a staff member is hired, employers can ask for race/ethnicity information for entry into a number of federal forms (including the annual EEO5 form to the U.S. Office of Civil Rights). The concern about collecting the information prior to employment is that it may be used for discrimination (which is another legal issue that deals with misuse of information – not with the collection of the data).

**Q: How does a public school in the state of Michigan obtain race/ethnicity information from its staff when it is not required on federal and state governmental forms?**

**A:** Race/ethnicity is required on a number of federal forms. Districts may note that the format being used in the REP is based upon the same format used in the collection of the U.S. 2000 Census. For full details on the federal registry that relates to race/ethnicity data, visit [www.whitehouse.gov/omb/fedreg/ombdir15.html](http://www.whitehouse.gov/omb/fedreg/ombdir15.html).

**Q: If the racial/ethnic field is left blank, will a fatal error occur?**

**A:** Yes. A fatal error will occur if the racial/ethnic field is left blank.

## **Field 16: Highest Educational Level**

- Q: Does a degree need to be entered for all employees regardless of the assignment code?**
- A:** Yes, this field applies to all employees. It relates to all assignment codes with numbers between "00000" and "99900"; for assignment codes "81500" through "99900," the value may be "00".
- Q: The codes given in Field 16: Highest Educational Level include "09" Other License, Credential or Professional Degree. Would "09" be used for certifications such as safety (OSHA), MCSE (Technology), or is this more along the lines of CPAs or Journeyman certification?**
- A:** The code "09" may be used for any specific license or degree earned for the position held by the non-instructional staff.

## **Field 17: Type of Credential**

- Q: What are the codes to use when reporting the type of credential?**
- A:** The correct codes for each type of credential are listed in Field 17: Type of Credential of the REP Data Field Descriptions.
- Q Are school nurses required to hold a Nurse Certification?**
- A:** School nurses are required to hold a Nurse Certification. Nurse Certification is handled by the Office of Professional Preparation Services through JoAnne Gibson (335.0585). School Nurse Certification can be verified at the teacher verification Web site, [http://meis.mde.state.mi.us/teachercert/sr\\_teaCerts.asp](http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp). (There is an underscore between sr\_teaCert.asp in the address.) When the assignment code "000NY" is used in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education to report the assignment for the nurse, Field 17: Type of Credential must have a correct Nurse Certification Code. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional).
- Q: How should the School Psychologists and Speech/Language Impaired positions be reported in Fields 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education and 17: Type of Credential?**
- A:** School Psychologist (SG) Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor use code "00320"; Field 17: Type of Credential use code "61" (School Psychologist) or code "62" (Preliminary School Psychologist).
- For Speech and Language Impaired (SB) Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education use code "00192"; for Field 17: Type of Credential, use the code for the type

of credential held by the teacher, such as code "03" (Elementary Provisional) or code "72" (Certificate of Clinical Competence).

## **Field 18: Date Credential Issued**

## **Field 19: Date of Expiration of Credential**

## **Fields 20, 21, 22, 23: Reserved for Future Use**

*These fields are not required. These fields must be reported with blanks or a fatal error will be reported. (Programming edit, pages 42 & 43, REP EOY Data Field Descriptions Manual)*

## **Field 24: Hours of Professional Development**

**Q: Which of the five new categories would be used to report conferences at the state or regional level (former category Number 9)?**

**A:** All workshops and conferences, regardless of where they occur or who hosts them, are considered one-day or short-term professional development, so they were placed into one category. The new category to use is Number 3 – Workshops and Conferences.

**Q: Are districts required to report Field 24: Hours of Professional Development for the Ffl and EOY submissions?**

**A:** Districts are required to report Field 24: Hours of Professional Development for the EOY submission only.

**Q: Why must professional development be reported?**

**A:** Tracking professional development is mandated in the school code, Michigan Compiled Laws (MCL), Sections 380.1526 and 380.1527, although schools have not been reporting it. This information has been collected for MDE (since the June 2003 submission), as well as for federal legislation, *The No Child Left Behind Act of 2001*.

**Q: If the district pays for college coursework, may the hours be used toward the individual's professional development requirements? How are the hours calculated?**

**A:** University or college coursework can only be counted if your district counts university coursework as allowable professional development for MCL Section 1526 or 1527 AND provides it for its staff, either through paying tuition or a portion of tuition, release time, etc. Whether college/university credit is translated by the number of class hours, credit hours earned, or class hours in combination with preparation, time credited is left up to the district policy.

**Q: If a staff member spends 1.5 or 2.5 hours on a particular professional development activity, how should the time be reported?**

- A:** If the number of professional development hours is .49 or below, round down to the nearest whole number of hours. If the number of hours is .50 or above, round up to the nearest whole number of hours.
- Q: Is professional development reported for all employees?**
- A:** Field 24: Hours of Professional Development in the REP Data Field Descriptions indicates that professional development must be reported for employees with assignment codes between "00000" and "79999". For those employees within the administrative codes ("70000s") who are not required to complete professional development, report zeros.
- Q: For new teachers in the first three years of teaching, is the professional development required for new teachers combined with other professional development activities provided for all teachers?**
- A:** Yes. The total hours listed for a new teacher (within the first three years in the profession) will reflect both the hours for the 15 days over the three years (MCL Section 1526) and the five days annually (MCL Section 1527). Thus, the hours for new teachers will, in most cases, be a higher number than those for veteran teachers.
- Q: Are districts required to report professional development in the EOY submission for new teachers only or all teachers?**
- A:** Districts are to report professional development for all teachers in the EOY 2004 REP submission.
- Q: If a zero is reported for ISD consultants, will that somehow have a negative impact in the future in reference to funding or complying with the guidelines of *No Child Left Behind*?**
- A:** No, it would not have a negative impact as MCL Sections 1526, 1527 and 380.1246 do not cover ISD consultants.
- Q: What happens if a teacher does not attend all of the five days of professional development provided by the district? Can missed days be made up?**
- A:** The district is required to provide the professional development. The staff person is professionally responsible to attend. In many districts they are also contractually responsible to attend. If teachers are occasionally absent it is not held against the district. Making up the missed days depends upon the district's policy.
- Q: If a college course is taken at the teacher's expense, can the hours in attendance be counted toward the teacher's professional development requirement?**
- A:** The hours of professional development entered in the REP are hours required by MCL Sections 1526 and 1527. Thus, college credit completed at the teacher's expense does not qualify as professional development the district has provided.

**Q: What type of backup documentation are districts required to keep? Is it the district's responsibility or the teacher's responsibility to keep this documentation? Is a list of who attended what professional development enough, or is more detailed information required?**

**A:** Since MCL Sections 1526 and 1527 specify that the district must provide the PD, it makes sense that the district should keep track of the records. However, MDE always recommends that each individual also keep a record of the PD that he/she attends. It is part of his/her professional portfolio.

As far as what the district keeps for documentation, it seems prudent to keep track of dates, attendance and content, although a district should keep records any auditor might require.

**Q: Does the Highly Qualified Category replace the Individual Professional Development Plan Category that we used in the June 2003 submission?**

**A:** The Highly Qualified Category is a new one however, it may have some characteristics of the Individual Professional Development Plan because it is something that is personalized for each educator. NCLB requires that every teacher be highly qualified to teach what he or she is assigned to teach. Any teacher who is not highly qualified may accumulate professional development in appropriate content to acquire the highly qualified status. This new category is meant to cover the professional development that districts provide staff persons specifically for the purpose of becoming highly qualified. (Cheryl Poole, MDE)

**Q: How many hours of professional development does a teacher receive for mentoring a student teacher?**

**A:** The number of hours given for professional development is determined by the number of hours of training in professional development received by the teacher to support the mentoring such as mentor training or mentor meetings. Professional development hours for a mentor teacher includes only the "training hours" obtained. Professional development is not based on contact hours with the novice teacher.

**Q: How are the State Board Continuing Education Credits (SB-CEUs), college courses, and credit hours counted in regards to professional development**

**A:** For SB-CEUs, there is usually a 3-to-1 comparison. For example, one semester credit hour is equal to 3 SB-CEUs. Three SB-CEU's equal 30 hours, thus 1 semester hour would equal 30 classroom hours. Universities often use the rule of thumb that each hour of class requires 3 hours outside of class. If you use this reasoning you'd add 3 hours to every hour spent sitting in class. (Cheryl Poole, Office of Professional Preparation Services, Michigan Department of Education)

## **Field 25: Employment Status**

**Q: Is it necessary to terminate employees in the REP?**

**A:** Yes, any staff member who terminates or retires from a district must be reported in the REP by submitting the reason for termination in Field 25: Employment Status, codes "00" through "19," (code "00" may only be used for vacant funded positions) and the date of termination in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education must be submitted accurately. (Refer to the chart on in Field 10 of the current submission's REP Data Field Descriptions for field submission requirements. Also, each individual field identifies which assignment codes are applicable.)

Employees that retired in the previous school years and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the online Single Submission Application.

All personnel submitted with a termination date will be removed from your Personnel Submitted Report at the end of each submission cycle.

**Q: If a staff member has been terminated and a new employee hired, does the district report both employees?**

**A:** The district should report both employees. The terminated employee only needs to be reported for one collection. All terminations should be reported in the cycle in which the termination occurs.

**Q: If a staff member has terminated, what is reported in the REP?**

**A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in Field 25 and the termination date in Field 26: Date of Termination of Employment. This is a change from fall 2002 reporting, when all information was removed from Field 10.

**Q: What is considered a new hire? (Teacher)**

**A:** "Clarification of the term 'New Hire' in ESEA--really means new to the profession. It is not the intent for this term to refer to being new to a district. Frank (Ciloski) elaborated that this phrase refers to a teacher new to the profession; one who is not employed as a teacher prior to the beginning of the 2002-2003 school year. A teacher employed in any district, prior to the 2002-2003 school year, is a teacher not new to the profession and would not be designated as a new hire." (MEA Web site at <http://www.mea.org/design.cfm?p=5438>)

**Q: How are new teachers coded?**

**A:** For new teachers in their first three years of teaching (new to profession), use code "98". If the teacher is new to the profession of teaching, but has been employed by the district for more than three years, use code "97" for his/her first three years of teaching.



**Q: When are retirees and terminated employees reported in the REP?**

**A:** Report all retirees and terminated employees in the submission cycle in which the retirement/termination occurs.

**Q: Should code "98" or "97" (New Teacher) be used for all new employees?**

**A:** No. Code "98" or "97" may only be used for teachers in their first three years of employment as teachers. When reporting all other new employees, use code "99" Returning employee, new (noninstructional) employee, substitute, or contractor.

**Q: If a teacher is laid off as of the last day of a school year, should the district report the teacher as terminated?**

**A:** If the teacher is laid off and will definitely not return for the next school year, report the teacher as laid off (Field 25, Code 12). If the lay off is not definite, but the teacher does not return in the fall, the termination may be reported during the next submission cycle.

## **Field 26: Date of Termination of Employment**

**Q: When a termination date is reported for a staff member, what other fields are required?**

**A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in Field 25: Employment Status and the termination date in Field 26: Date of Termination of Employment.

## **Field 27: Personnel Identification Code (PIC)**

**Q: What is the PIC?**

**A:** PIC, or Personnel Identification Code, is a state-issued code for each employee reported in the REP. The PIC is comparable to the Unique Identification Code (UIC) in the Single Record Student Database (SRSD).

**Q: How and when will the PICs be delivered to the districts?**

**A:** The PIC numbers are assigned as the records are submitted. A list of all the PICs for a district may be obtained by printing a copy of the Current Entries Report through the REP online application on the CEPI Web site.

## **Field 28: Annual Salary**

**Q: Can annual salary be reported for all assignment codes "00000" through "99900"?**

**A:** Districts may report the annual salary for any employee reported in the REP regardless of the assignment code.

**Q: If a change occurs in the salary after the fall submission, is the change reported in the EOY submission?**

**A:** Report any change in the salary that occurs after the fall submission of the REP.

**Q:** **If a staff member is hired after the school year begins, how should the salary be reported?**

**A:** When a staff member is hired after the school year begins, report the actual salary earned by the employee.

## **Field 29: Michigan Sponsoring Institution & Field 30: Non-Michigan Sponsoring Institution**

**Q:** **Which credential is to be reported, the initial (first) teaching certificate or the current certificate?**

**A:** Districts are to report the institution that recommended the teacher for his/her initial teaching certificate for teachers in their first three years of employment in the profession of teaching. (assignment codes "00000" through "00599").

**Q:** **What should be reported for a new teacher working on an Annual Authorization?**

**A:** For individuals that hold an Annual Authorization and are in their first three years of teaching, report the institution where the individual is completing his/her vocational education program. (Field 29).